



**HennepinTechnical**  
College

*Customized Training Services*

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
Through HENNEPIN TECHNICAL COLLEGE  
CUSTOMIZED TRAINING CONTRACT**

Contract #04007

THIS CONTRACT is between Hennepin Technical College (hereinafter "COLLEGE") located at 11187 Excelsior Boulevard, Hopkins, Minnesota 55343 acting by virtue of its delegated authority from the Board of Trustees of the Minnesota State Colleges and Universities, and City of Minneapolis, Licensing and Consumer Services Division (hereinafter "CLIENT") located at 350 South 5<sup>th</sup> Street Room 1-C, Minneapolis, MN 55415;

1. COLLEGE'S DUTIES. The COLLEGE agrees to provide the following:

Title of Instruction: Courtesy Cab Driver Training

Date (s) of Instruction: As mutually agreed upon by the College and the Client. Each course will be fifteen (15) hours in length, consisting of five three-hour sessions. It is estimated there will be ten (10) courses per year, approximately one per month.

Time(s) of instruction: As mutually agreed upon by the College and the Client. Course sessions are typically conducted from 5:30 p.m. – 8:30 p.m.

Name of Instructor: HTC staff

Location: Customized Training & Conference Center, 1820 Xenium Lane North, Plymouth MN

Other Provisions: 1. The College shall provide a student course manual for each student that shall be pre-approved by the Client. The course manual will be based primarily on an introduction to the taxi industry and taxicab ordinance, traffic regulations and safe driving, geography/major sites and map use, and professional image and customer service.  
2. The College shall administer a test at the final three-hour session. The test content will be developed by the College and pre-approved by the Client. At least two different versions of the test will be used. The College shall score the tests, and with the student's permission submit the results to the Client. The test shall consist of approximately 75 questions, with the following approximate allocation of points:

- 20 points on the taxicab industry and ordinance
- 20 points on traffic regulation and safe driving
- 20 points on professionalism and customer service
- 40 points on geography and Map use (map version to be mutually agree upon by the College and Client)

*Our Training Means Business<sup>sm</sup>*

*Hennepin Technical College is an affirmative action, equal opportunity educator and employer.*

2. CLIENT'S DUTIES. CLIENT agrees to provide the following materials and/or facilities to the COLLEGE for the provision of the above-enumerated services at no expense to the COLLEGE:

1. Student recruitment, registration and tuition collection.
2. The College a course roster prior to the start of each course. The roster will list each student's name, social security number, and driver's license number. Maximum class size is thirty (30) new students and ten (10) re-testers.
3. A copy of the current Client's taxicab ordinance for each student.
4. To provide written pre-approval to the College for additional instructional materials or teaching aids. The Client will be invoiced for the agreed upon amount.
5. To make all contact with the instructor through the College and will not employ the instructor directly for additional sessions.
6. Any course promotional efforts shall identify Hennepin Technical College's Customized Training Services as the training provider.

3. CONSIDERATION AND TERMS OF PAYMENT. CLIENT agrees to pay the COLLEGE the following amounts for services, facilities and materials (as applicable). COLLEGE shall provide the CLIENT with an invoice for services on a monthly/project basis and the CLIENT will make payment within 30 days of the receipt of the invoice.

Cost: One thousand seven hundred eighty-five dollars (\$1,785.00) for each course consisting of five three-hour sessions. It is estimated there will be ten (10) courses per year.

Other fees: None

4. AUTHORIZED REPRESENTATIVES. All communications regarding the terms of this contract shall be submitted to the following persons:

A. COLLEGE:

Name: Jon Olson  
Title: Customized Training Service Coordinator  
Address: 11187 Excelsior Boulevard, Hopkins, Minnesota 55343  
Phone: (952) 995-1312 Fax: (952) 995-1331 E-Mail: jon.olson@htc.mnscu.edu

B. CLIENT CONTACT PERSON/BILLING ADDRESS:

Name: ~~James Moncur~~ James Moncur  
Title: Director of Licenses & Community Services Division  
Address: 350 South 5<sup>th</sup> Street Room 1-C, Minneapolis MN 55415  
Phone: 612-673-3847 Fax: 612-673-3399 E-Mail: james.moncur@ci.minneapolis.mn.us

5. TERM OF CONTRACT. This contract shall be effective on July 1, 2003, or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until June 30, 2004, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs last.
6. STANDARD PROVISIONS. The provisions contained on Exhibit A, are attached hereto and made a part of this contract.
7. CANCELLATION. This contract may be cancelled by either the COLLEGE or the CLIENT upon thirty (30) days written notice to the authorized representative of the other party. In the event of cancellation by the

CLIENT, the CLIENT agrees that it will be obligated to pay COLLEGE, allocated on a pro rata basis, for services, facilities, equipment and materials satisfactorily performed and provided through the period prior to the effective date of cancellation.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

A. HENNEPIN TECHNICAL COLLEGE

By: *Paul Shuehlman*

(Signature of person authorized to sign on behalf of COLLEGE)

Title: Dean of Customized Training Services

Date: 8/21/03

B. CITY OF MINNEAPOLIS

CLIENT certifies that the appropriate person(s) have executed this contract on behalf of the CLIENT as required by applicable articles, by-laws, resolutions or ordinances.

By: *J. Berglund*

Title: Asst. City Controller

Date: 7/28/03

By: *J. Ammon*

Title: Dir. Licenses & Consumer Service

Date: 7/25/03

FY:	Cost Center:	Obj. Code:	Amount:	Vendor #:

MnSCU003 (Revised 1/15/02)

Approved as to form..

*J. M. Lee*  
Asst. City Attorney

*Mayor*

*Finance Officer*